

TEAM-Web User Guide

Chapter 10 ***TEAM-Web Administration***

By:
ActionNet

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Chapter 10 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
1.2	10/02/2006	Addition of Earmark Administration and Query Features	Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/20/2007	Continued Formatting changes and updates	Travis Klein
2.02	06/21/2007	Formatting changes and indexing	Travis Klein
2.03	02/29/2008	Minor reference modifications	Travis Klein
2.1	06/30/2008	Delete Closeout amendment updates	Travis Klein
2.2	11/05/2010	Update screen shot for figure 16, added DBE new functions for DBE Release ver. 5.0	Mei Sum Lee(Yvonne)
2.3	02/10/2011	Update screen shot and added unlock button in TEAM Administration module	Mei Sum Lee(Yvonne)

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*



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TEAM-Web Administration

Overview

This chapter will detail the following system features: Earmark Administration (Earmark Query), Help Desk Utilities (including Change Project Number, Delete Project, Delete Milestones, and Delete User Locks), and Security (including Add User and Modify User).

Earmark Administration

To access the Earmark Administration feature, first expand the Navigational Menu under TEAM Administration by clicking on the plus sign to the left of words TEAM Administration, then click on the plus sign to the left of the words Earmark Administration (see Figure 1)

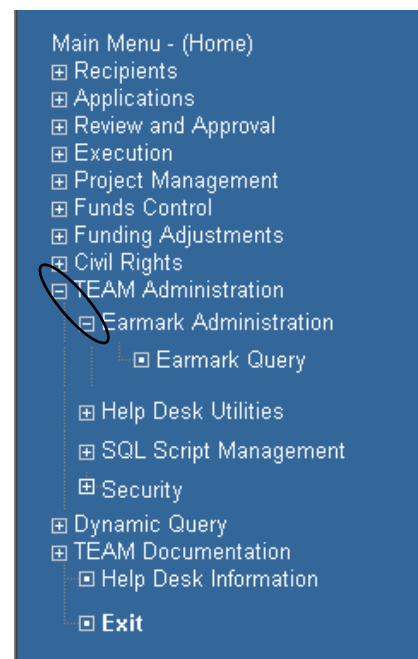


Figure 1



Earmark Query

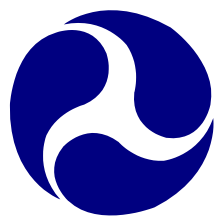
1. Click on the words Earmark Query and a query screen will appear to the right (see Figure 2)
2. Enter search criteria and click the Submit button. Earmark records matching the search criteria will be displayed.

A screenshot of the 'Query Earmarks' web form. The form has a blue header bar with the text 'Query Earmarks'. Below the header, there are six search criteria fields: 'Earmark FY:' with a dropdown menu showing 'ALL'; 'Program:' with a dropdown menu showing 'ALL'; 'Number:' with a text input field; 'State:' with a dropdown menu showing 'ANY'; 'Status:' with a dropdown menu showing 'ANY'; and 'Lapse Year:' with a dropdown menu showing 'ANY'. At the bottom of the form is a 'Submit' button.

Query Earmarks	
Earmark FY:	ALL
Program:	ALL
Number:	
State:	ANY
Status:	ANY
Lapse Year:	ANY
<input type="button" value="Submit"/>	

Figure 2

3. To update an Earmark, click on an Earmark ID link at the top of the screen (see Figure 3).
4. Once the record is highlighted, click on the Edit button at the bottom of the screen. Once clicked, the button will convert to the Update button.
5. Access to update earmark fields is dependent upon individual user roles assigned in the Security screen. Users with Earmark Administration roles have access to update the Status, Comments, Earmark Manager, and Recipient ID fields. Users with the



additional roles Earmark HQ Manager or Earmark Financial Manager will have access to update a majority of the earmark fields.

6. Once changes are completed, click the Update button.

Earmark Administration

Select an Earmark	Earmark FY	Lapse Year	Program	State	Status	Earmarked Project Title	Amount	Unreserved Balance
E1998-BUSP-178	1998	2006	BUSP	PA	No Balance Remaining	Wilkes Barre intermodal facility, 1998	\$1,465,794.00	\$0.00
E1999-BUSP-325	1999	2006	BUSP	PA	No Balance Remaining	Wilkes Barre intermodal facility, 1999	\$1,240,625.00	\$0.00
E2000-BUSP-337	2000	2006	BUSP	PA	No Balance Remaining	Wilkes Barre intermodal facility, 2000	\$1,226,369.00	\$0.00

Page 1 2 3 4 5 6 7 8 9 10 ...

Earmark ID: E1998-BUSP-178
FY: 1998
Amount: \$1,465,794.00
Last Updated By: SLEDGEKM
Last Updated Date: 8/15/2006 11:30:05 AM

Lapse Year: 2006
Program: BUSP
SAFETEAU ID:
Earmark Manager:
State: PA
Earmarked Project Title: Wilkes Barre intermodal facility, 1998
Status: No Balance Remaining
Comments:
Unreserved Balance: \$0.00
Date Balance Updated: 8/15/2006 11:30:05 AM
Recipient ID:
Notes: Extended by 2006 Appropriations Committee

4 → Edit

Earmark Administration

Select an Earmark	Earmark FY	Lapse Year	Program	State	Status	Earmarked Project Title	Amount	Unobligated Balance
E2006-BUSP-000	2006	2008	BUSP	AK	New	Alaska Native Medical Center intermodal bus/parking facility	\$742,500.00	\$742,500.00
E2006-BUSP-001	2006	2008	BUSP	AK	New	Alaska Native Medical Center intermodal parking facility	\$1,138,500.00	\$1,138,500.00
E2006-BUSP-002	2006	2008	BUSP	AK	New	Anchorage-Transit Needs	\$226,710.00	\$226,710.00

Page 1 2 3 4 5 6 7 8 9 10 ...

Earmark ID: E2006-BUSP-000
FY: 2006
Amount: 742500.00
Last Updated By:
Last Updated Date:

Lapse Year: 2008
Program: BUSP
SAFETEAU ID:
Earmark Manager:
State: AK
Earmarked Project Title: Alaska Native Medical Center intermodal bus/parking facility
Status: New
Comments:
Unobligated Balance: 742500.00
Date Balance Updated: 2/14/2006 12:00:00 AM
Recipient ID:
Notes: Rec 1% applied.

6 → Update Cancel

Figure 3

Help Desk Utilities

1. Access the Help Desk Utilities by first expanding the menu under TEAM Administration by clicking on the plus sign to the left of it (see Figure 4)
2. Click on the words Help Desk Utilities and a query screen will appear to the right and the remaining submenu items will become viewable.
3. Enter your application search requirements and hit enter or click on Submit Query.

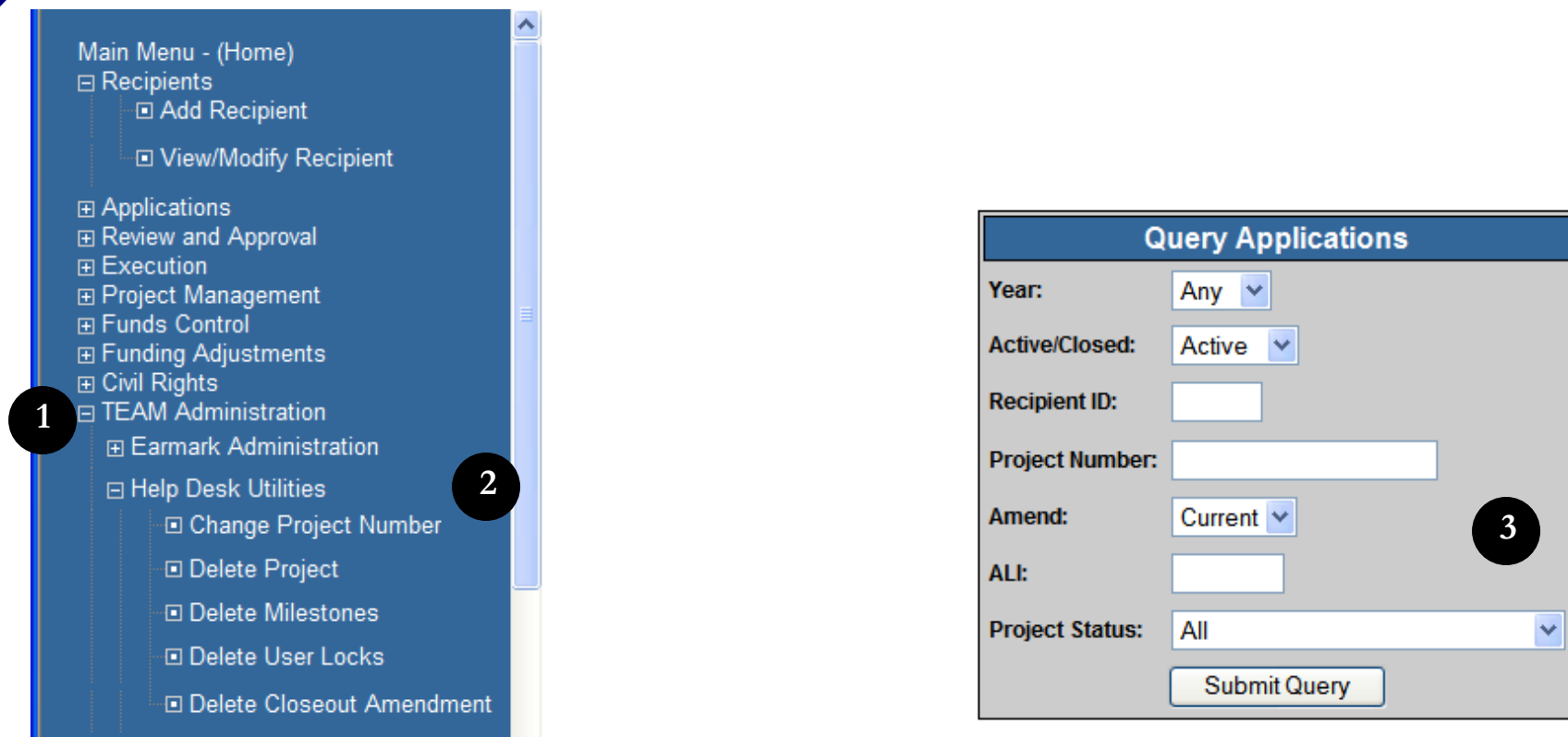
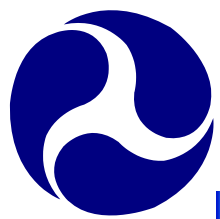


Figure 4

Change Project Number

1. After Querying for your project and selecting the Change Project Number feature, enter in the new project number data by the State, Section ID, Activity, and Sequence number (see Figure 5).
2. If you would like to reset to the existing project number, click on the Reset button.
3. Certain Section ID's can only be selected depending on the chosen Section of Statute. If an unacceptable Section ID is entered, TEAM will give the user a system message notifying them and providing them with a list of permissible Section ID's for that Section of Statute.
4. Once you have entered in the new project number information, click on the Submit button.



TEAM-Web (Quality Assurance Database) Change Project Number VT-03-...

Change Project Number

Old Project Number: VT-03-5018-00

New Project Number:

Section of Statute: 49 USC 5309 - Capital Program Grant and Loans

State: VT

Section ID: 3

Activity: 5

Sequence Number: 18

Note: Section ID must correspond with the affiliated Section of Statute Citation.

☐ Find Next Sequence Number

Submit

Reset

Cancel

Done

Internet

Figure 5



Delete Project

1. First query for a project and highlight the desired project by clicking on it.
2. Then click on the words Delete Project in the main menu under Help Desk Utilities (see Figure 6)
3. A message box with pop up asking whether or not you are sure you would like to delete the project.
4. If you are sure that you would like to delete the project then click on the OK button.

Main Menu - (Home)

- Recipients
 - Add Recipient
 - View/Modify Recipient
- Applications
- Review and Approval
 - Comments/Concurrence
 - Review/DOL Dates
 - Reservations
 - Obligation/Award
 - Deobligation
- Execution
 - Execute Award
- Project Management
- Funds Control
- Funding Adjustments
- Civil Rights
- TEAM Administration
 - Earmark Administration
- Help Desk Utilities
 - Change Project Number
 - Delete Project**
 - Delete Milestones
 - Delete User Locks
 - Delete Closeout Amendment

Project Query Results

Project Number	Description	Rev.
FY 2008 Capital & Operating		0
HQ grant		0
PMOC for Seattle Project		0
Operating Assistance for SFY 06		0
Risk Assessment for Denver LRT Project		0
Title VI & EEO Compliance Reviews		0
0001		0
0005		0
	Maintenance Costs	0

Project Details

Project Number: FY2008 **Cost Center:** 789-00

Application Type: Electronic **Submitted:**

Entered: 1/10/2008 **Awarded:**

Recip. Contact: Tracy Geraghty **Executed:**

FTA Manager: Jeffrey Davis **FTA Amount:** \$1,731,158.00

Status: Pending Submission/App. in Development **Total Elig. Cost:** \$6,254,500.00

Description: FY 2008 Capital & Operating

Recipient: 5001 - NAPA COUNTY TRANSPORTATION PLANNING AGENCY

Figure 6

Delete Milestones

1. First query for a project and highlight the desired project by clicking on it.



2. Then click on the words Delete Milestones in the main menu under Help Desk Utilities (see Figure 7).
3. A message box with pop up asking whether or not you are sure you would like to delete the milestones.
4. If you are sure that you would like to delete the project's milestones then click on the OK button.

The screenshot displays the TEAM-Web interface. On the left is a navigation menu with the following structure:

- Main Menu - (Home)
 - Recipients
 - Add Recipient
 - View/Modify Recipient
 - Applications
 - Review and Approval
 - Comments/Concurrence
 - Review/DOL Dates
 - Reservations
 - Obligation/Award
 - Deobligation
 - Execution
 - Execute Award
 - Project Management
 - Funds Control
 - Funding Adjustments
 - Civil Rights
 - TEAM Administration
 - Earmark Administration
 - Help Desk Utilities
 - Change Project Number
 - Delete Project
 - Delete Milestones (highlighted with a circled '2')
 - Delete User Locks
 - Delete Closeout Amendment

The main content area is titled "Project Query Results" and contains a table with the following data:

Project Number	Description	Rev.
AK-90-X019-00	5307 Urban Area Formula - FFY2000	0
AK-90-X022-00	5307 Urban Area Formula Grant - FY2	1
AK-90-X024-00	5307 Urban Area Formula - FY2002	0
AK-90-X027-00	5307 Urban Area Formula - FY2003	0
AK-90-X029-01	FY04+05 CMAQ for Coord Transp Prog	0
AK-90-X030-01	ARRC FY 04 5307 plng, pm, cap	0
AK-90-X031-00	FY2003/2004 5307 & CMAQ	0
AK-90-X033-01	05 5307 Bus Stop Improvements	0
AK-90-X03		0
AK-90-X03		0
AK-90-X03		1
AK-90-X04		0

Below the table is a form with the following fields:

Project Number:	AK-90-X019-00	FY2000	Cost Center:	790-00	
Application Type:	Electronic			Submitted:	3/16/2001
Entered:	6/6/2000			Awarded:	6/15/2001
Recip. Contact:	Bob Kniefel			Executed:	6/18/2001
FTA Manager:	Jennifer Bowman			FTA Amount:	\$2,160,800.00
Status:	Active			Total Elig. Cost:	\$2,701,000.00
Description:	5307 Urban Area Formula - FFY2000				
Recipient:	1707 - MUNICIPALITY OF ANCHORAGE				

A confirmation dialog box titled "Windows Internet Explorer" is overlaid on the screen. It contains the text: "Are you sure you want to delete phantom milestones in AK-90-X019-00 ?". Below the text are "OK" and "Cancel" buttons. A circled '4' points to the "OK" button.

Figure 7

Delete User Locks

1. Click on Delete User Locks in the Navigational Menu (see Figure 8). If no user accounts are locked a dialog box saying "No Outstanding Locks" will appear (see Figure 9).



2. If a user account is locked, it will show up in a table – click on it to highlight/select it and click the DELETE button (see Figure 10).
3. The user account will be unlocked.

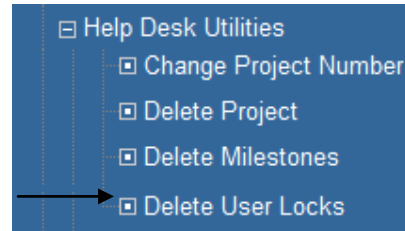


Figure 8



Figure 9

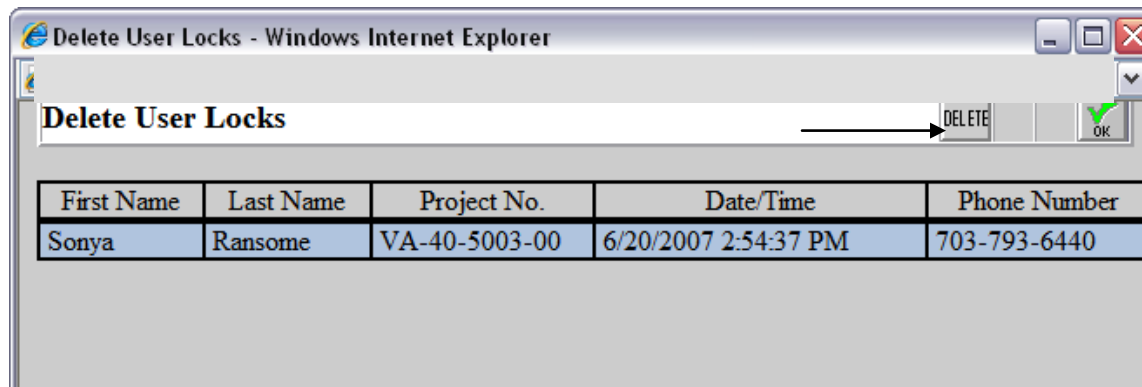


Figure 10



Delete Closeout Amendment

1. First query for a project and highlight the desired project by clicking on it. The project should be in an Active/ Ready for Close-Out or Active/ Close-Out Required status.
2. Then click on the words Delete Closeout Amendment in the main menu under Help Desk Utilities (see Figure 11)
3. A message box with pop up asking whether or not you are sure you would like to delete the closeout amendment.
4. If you are sure that you would like to delete the closeout amendment then click on the OK button. The closeout amendment will be deleted and the previous amendment (the “00” amendment in the example) will return to Active status.

The screenshot displays the TEAM-Web interface. On the left is a navigation menu with categories like Recipients, Applications, Review and Approval, Execution, Project Management, Funds Control, Funding Adjustments, Civil Rights, TEAM Administration, and Help Desk Utilities. The 'Delete Closeout Amendment' option is highlighted under Help Desk Utilities, with a circled '2' next to it. The main area shows a 'Project Query Results' table with columns for Project Number, Description, and Rev. The table lists several 'CLOSE OUT AMENDMENT' projects. A dialog box titled 'Windows Internet Explorer' is overlaid on the table, asking 'You are about to delete CA-03-0702-01 closeout amendment. Do you want to proceed?' with 'OK' and 'Cancel' buttons. A circled '4' points to the 'OK' button. Below the table, a form displays details for project CA-03-0702-01, including Project Number, Application Type, Entered date, Recipient, FTA Manager, Status, Description, and Recipient details.

Project Number	Description	Rev.
CA-03-0702-01	CLOSE OUT AMENDMENT	0
CA-90-Y194-01	CLOSE OUT AMENDMENT	0
CA-90-Y387-01	CLOSE OUT AMENDMENT	0
CA-95-X011-01	CLOSE OUT AMENDMENT	0
DC-03-5644-01	CLOSE OUT AMENDMENT	0
DC-26-1004-01	CLOSE OUT AMENDMENT	0
DC-43-0006-02	CLOSE OUT AMENDMENT	0
DC-90-3001-01	CLOSE OUT AMENDMENT	0
FL-90-X435-02	CLOSE OUT AMENDMENT	0
FL-90-X514-01	CLOSE OUT AMENDMENT	0
ID-03-0020-01	CLOSE OUT AMENDMENT	0
ID-18-X022-02	CLOSE OUT AMENDMENT	0

Project Query Results

Project Number: CA-03-0702-01 **FY2008** **Cost Center:** 789-00

Application Type: Electronic **Submitted:**

Entered: 5/27/2008 **Awarded:**

Recip. Contact: Gladys Lowe 213.922.2459 **Executed:**

FTA Manager: Ray Tellis 213.202.3956 **FTA Amount:** \$0.00

Status: Active/Close-Out Required **Total Elig. Cost:** \$0.00

Description: CLOSE OUT AMENDMENT

Recipient: 5566 - LOS ANGELES COUNTY METROPOLITAN

Figure 11



Security

1. To Access TEAM-Web security you must first expand the menu under TEAM Administration by clicking on the plus sign to the left of it.
2. Next, click on the word Security in the main menu. This will expand the menu further and the screen to the right will change revealing a Query User form (see Figure 12)

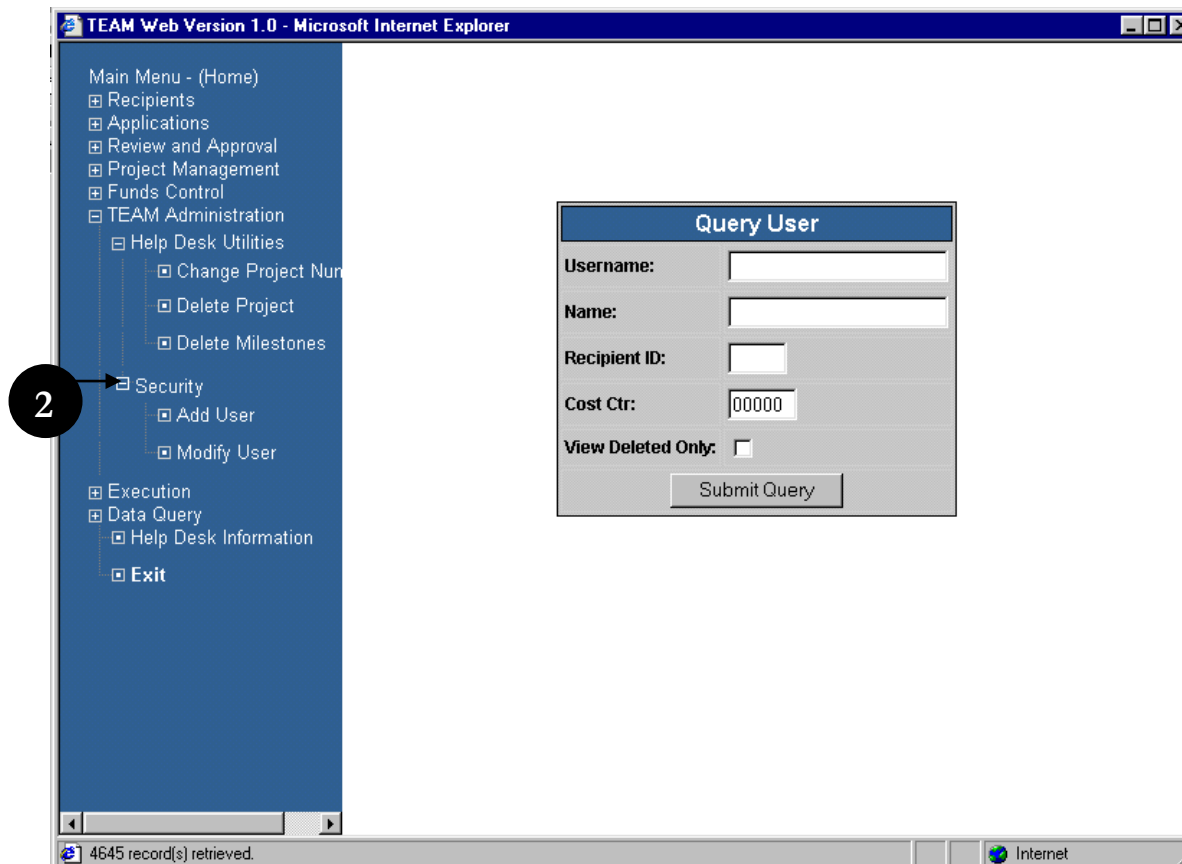
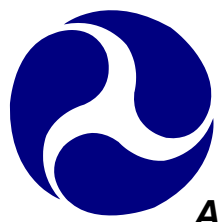


Figure 12



Add User

1. Click on the words Add User on the Navigational Menu.
2. An Add User screen will open up, which is a blank Modify User screen.
3. Once desired credential entered, click save button (icon with diskette design), Certified Date and Certified By fields on Security Info tab will be automatically populated with LSM name and current date.

General Info Tab

4. The screen defaults to the General Info Tab (see Figure 13).
5. Those users with access to this screen may modify/enter data into any one of these fields.



Add New User - Windows Internet Explorer

Modify User

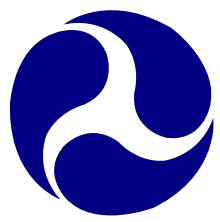
General Info | Security Info | FTA/Recipient Info | Roles/Privileges

Salutation:	None ▼	Organization:	
First Name/MI:		Building/Room:	
Last Name:		Address:	
Phone/Ext:		City:	
Alt Phone/Ext:		State/Zip:	0 0 - 0
Fax:		Routing:	
E-mail:		Acronym:	
Title:			

Figure 13

Security Info Tab

6. The Username, Remark, and User Note fields are all manually modifiable. (see Figure 14)
7. A default Identity, random password, date Created, Changed date, Certified Date and Certified By date are all automatically populated.
8. The password can be changed to a new random value by clicking Set Password.



9. The PIN number is generated by clicking on the Set PIN button. The PIN can then be activated by clicking on the Activate PIN button (the Activated date will then automatically populate). If the Delete PIN button is clicked, both the PIN number and the Activated date will disappear.
10. The Delete Account button will gray out all fields and prevent modification.

Add New User - Microsoft Internet Explorer

Modify User

General Info | Security Info | FTA/Recipient Info | Roles/Privileges

User Id:	XQEPMVH	Last Login:	
Username:			
Created:	5/3/2004	Modified:	
Password:	NPVAGD93	Changed:	5/3/2004
PIN:		Activated:	
Suspended:		Deleted:	
Remark:			
User Note:			

Buttons: Set Password, Set PIN, Activate PIN, Delete PIN, Delete Account

Callouts: 8 (Set Password), 9 (Set PIN), 10 (Delete Account)

Figure 14

FTA/Recipient Info Tab

11. The Cost Center and Recipient ID information are entered in this tab (see Figure 15).
12. The user can enter in each of the values manually if desired.
13. The details magnifying glass may also be pressed in order to reveal a new screen from which the user can select the data and have it populated for them (see Figure 15).



14. Simply click on the magnifying glass button, select the radio value desired (and in some cases Select all/deselect all functional button will be available), and click OK (see Figure 15).

Figure 15

Note: For DBE Civil Rights purposes:

- **Recipient:** “Recipients IDs” primary field dictates which projects are accessible corresponding to the IDs enter.
- **Regional:** “Cost Centers” primary field dictates which projects are group within the designated region provided.
- **Headquarter(HQ):** Dictates by “Roles/Privileges” tab in the next section.
- **Oversight:** Dictates by “Roles/Privileges” tab in the next section.



Roles/Privileges Tab

15. This tab allows the current administrative user to set the rights of the new user (see Figure 16).
16. Select the database the user is to have rights to from the drop down box.
17. Select the role of the user by clicking on the appropriate radio button.
18. Define the user's privileges by selecting the appropriate check boxes.

Note: For DBE Civil Rights purposes (see **Figure 16**):

19. To enable grant user the privilege to initiate and edit a DBE Civil Rights report, they will need to have their user role marked as "Recipient." Once, selected grant user will also need to have "Civil Rights" box and "DBE Reporting" box checked off in their user profile.
20. To enable a FTA user the privilege to monitor and approve a DBE Civil Rights Report, they will need to have "FTA" marked in their user profile. Once, selected FTA user will need to have "Civil Rights" box and "DBE Reporting" checked off in their user profile. FTA user will also need to have one of the three sub-boxes listed under marked DBE Reporting. However, only one option can be selected.
 - **HQ:** Headquarter user with privilege to all projects from all regions with rights to approve/disapprove DBE reports.
 - **Regional:** Regional user with privilege to all projects within designated cost center(s) to approve/disapprove DBE reports.
 - **Oversight:** Oversight user with privilege to all projects from all regions with Read-Only rights.
21. Selecting "Civil Rights Status" will enable user to view and edit "Civil Rights Status" screen but this will not allow FTA users view or perform DBE functions.



The figure displays two side-by-side screenshots of the 'Add New User' web application interface, running in Internet Explorer. Both screenshots show the 'Add User' form with tabs for General Info, Security Info, FTA/Recipient Info, and Roles/Privileges. The 'Production' database is selected, and the 'User's Role' is set to 'Recipient' in the left screenshot and 'FTA' in the right screenshot. The form contains several groups of checkboxes for assigning privileges: Recipient Functions, FTA Functions, Accounting, and Earmark Administration. Callouts 18a, 18b, 19a, 19b, and 20 highlight specific elements in the form.

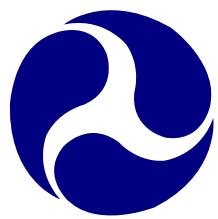
Privilege Group	Privilege	Left Screenshot (Recipient)	Right Screenshot (FTA)
Recipient Functions	Submit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Execute	<input type="checkbox"/>	<input type="checkbox"/>
	Certify as Lawyer	<input type="checkbox"/>	<input type="checkbox"/>
	Certify as Official	<input type="checkbox"/>	<input type="checkbox"/>
	Certify as Both	<input type="checkbox"/>	<input type="checkbox"/>
	Supplemental Agreement	<input type="checkbox"/>	<input type="checkbox"/>
	Help Desk	<input type="checkbox"/>	<input type="checkbox"/>
	Local Security Manager	<input type="checkbox"/>	<input type="checkbox"/>
FTA Functions	Award	<input type="checkbox"/>	<input type="checkbox"/>
	Deobligate	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Budget Revision	<input type="checkbox"/>	<input type="checkbox"/>
	Maintain All Projects	<input type="checkbox"/>	<input type="checkbox"/>
	FPC Transfer	<input type="checkbox"/>	<input type="checkbox"/>
	Legal Concurrence	<input type="checkbox"/>	<input type="checkbox"/>
	Accounting	<input type="checkbox"/>	<input type="checkbox"/>
	Maintain Funds Control	<input type="checkbox"/>	<input type="checkbox"/>
Accounting	Approve Advice	<input type="checkbox"/>	<input type="checkbox"/>
	Approve Operating Budget1	<input type="checkbox"/>	<input type="checkbox"/>
	Help Desk	<input type="checkbox"/>	<input type="checkbox"/>
	Local Security Manager	<input type="checkbox"/>	<input type="checkbox"/>
	Civil Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Civil Rights Status	<input type="checkbox"/>	<input type="checkbox"/>
	DBE Reporting	<input type="checkbox"/>	<input type="checkbox"/>
	HQ	<input type="checkbox"/>	<input type="checkbox"/>
Earmark Administration	Regional	<input type="checkbox"/>	<input type="checkbox"/>
	Oversight	<input type="checkbox"/>	<input type="checkbox"/>
	Department of Labor	<input type="checkbox"/>	<input type="checkbox"/>
	Auditor	<input type="checkbox"/>	<input type="checkbox"/>
	Earmark HQ Mgr	<input type="checkbox"/>	<input type="checkbox"/>
	Earmark Financial Mgr	<input type="checkbox"/>	<input type="checkbox"/>

Figure 16

Note: By selecting the general offset privilege check boxes (Recipient Functions, FTA Functions, Accounting, etc.), the user will have rights to the applicable screens, but will not be able to modify or execute various transactions (PINNING, etc).

Modify User

1. To access a user you must first click on the word Security on the main menu to reveal the query form (see Figure 17).
2. Query for a user and then highlight that use by clicking on the data in the results screen.
3. Click on Modify User in the main menu.



Query User

Username:

Name:

Recipient ID:

Cost Ctr:

View Deleted Only: ☐

Submit Query

User Query Results

Username	Last Name	First Name	User ID
JOHNSMITH	SSSSS	jjjj	C2ZJC82
JOHNJOHN	john	john	R98MXGD
ADAMSGULLYA00R	Adams-Gully	Adrian	V1VESG3
ADAMSJ	Adams	John	V1GMJAA
ADORNOR00R	Adorno	Rosemary Cerpa	V1VERA4
ALESNAE	Alesna	Ellen	V1GMEA9
ALEXANDERL00R	Alexander	Lorenzo	V1VELAA
ALLEND00R	Allen	Davis	V1VEDAA
AMYC00R	Helwig Amy	Christine	V1VECHS
ANDERSONM	Anderson	Mary	V1GMAU
ANDRADEJ00R	Andrade	James	V1VEJA1
ANDRESR00R	Andres	Robert	D01RA1

User Details

Name: Rec. ID:

Title: Cost Center:

User ID: Acronym:

UserName: Created:

Voice: Suspend:

Fax: Deleted:

Figure 17

4. Modifying a user follows the same criteria as the Add User functions except for the Security Info Tab (see Figure 18).
5. One notable difference is that the current administrator cannot view the user's password and PIN numbers for security reasons (the user would have been required to change their password when it is first created as well as after any time it is "set" by an administrator).
6. Other notable differences include the Suspend and Reactivate User buttons.
7. Pressing the Suspend User button populates the Suspended date field. This prevents the user from accessing the TEAM-Web system in any way.



8. The Reactivate User button removes the Suspended date as well as the suspension itself (the user will again be able to access the system with all of their established privileges).

View/Modify User (yltest2 test) - Windows Internet Explorer

Modify User

General Info | Security Info | FTA/Recipient Info | Roles/Privileges

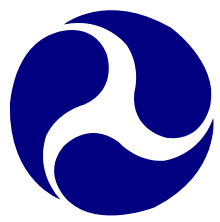
User Id:	H7WTPH4	Last Login:	
Username:	YLTEST2	Locked:	
Created:	2/11/2011	Modified:	
Password:	*****	Changed:	2/11/2011
PIN:		Activated:	
Suspended:		Deleted:	
Certified Date:	2/11/2011	Certified By	Mei Sum Lee
Remark:			
User Note:			

Set Password
Set PIN
Activate PIN
Delete PIN
Delete Account
Suspend User
Reactivate User
Certify User
Unlock Account

Figure 18

9. Another significant difference is a Certify User button and the corresponding data fields Certified Date and Certified By. The Certify User button is used to document that the user has an Authorized User Access form on file. Clicking the Certify User button will add a date to the Certified Date field. If the account was suspended that date will be removed. Once the save or OK icon is selected the Certified By field will be populated with the certifying officials name. (see Figure 19)

Note: Please refer to the section detailing Add User for all other functions concerning user modification



10. If the account was locked due to any of the scenarios listed below, the “Locked” field will display a date with the reason display in red above Remark field.

1. 3 failed attempts
2. temporary password expires over 14 days
3. activity due to over 60 days
4. inactivity due to over 90 days

11. To unlock account, click on Unlock Account button.

View/Modify User (yltest2 test) - Windows Internet Explorer

Modify User

General Info Security Info FTA/Recipient Info Roles/Privileges

User Iden:	H7WTPH4	Last Login:	
Username:	YLTEST2	Locked:	2/10/2011
Created:	2/11/2011	Modified:	
Password:	XXXXXXXXXX	Changed:	2/11/2011
PIN:		Activated:	
Suspended:		Deleted:	
Certified Date:	2/11/2011	Certified By:	Mei Sum Lee

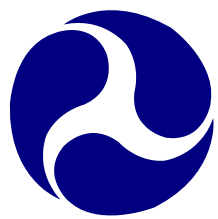
LOCKED OUT DUE TO 3 FAILED ATTEMPTS!

Remark:

User Note:

Set Password
Set PIN
Activate PIN
Delete PIN
Delete Account
Suspend User
Reactivate User
Certify User
Unlock Account

Figure 19



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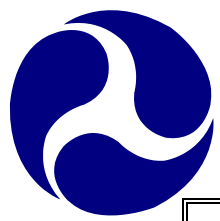
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